

**MINUTES of the BOARD OF DIRECTORS, REGULAR MEETING
ANDERSON VALLEY COMMUNITY SERVICES DISTRICT
BOONVILLE FIREHOUSE, 14281 Highway 128
November 15th, 2017 at 5:30 p.m.**

approved

1. CALL TO ORDER AND ROLL CALL: Chair **Hanelt** at 5:34pm. Members present: Kirk **Wilder**, Kathleen **McKenna** and Paul **Soderman**. Absent: Joanie **Clark**. Staff present: Joy **Andrews**, Patty **Liddy**, Clay **Eubank** and Andres **Avila**.
2. RECOGNITION OF GUESTS AND HEARING OF PUBLIC: Mark **Scaramella**.
3. CORRESPONDENCE RECEIVED – Reviewed.
4. CHANGES OR MODIFICATION TO THIS AGENDA- None.
5. CONSENT CALENDAR
 - a. Approval of October 18th, 2017 CSD Board Minutes.
 - b. Approval of Expenditures as reviewed at the November 8th, 2017 Budget Committee Meeting per the Minutes- **No objections noted; the consent calendar was accepted.**
5. NEW BUSINESS:
 - a. Resolution for Fire Fed Ex Vehicles – *Motion by Wilder to accept the resolution as written, 2nd by Soderman. All ayes, no nays, one absent (copy attached).*
7. GENERAL MANAGER’S REPORT- REVIEWED
 - Board Vacancy – Larry **Mailliard**’s appointment was confirmed on October 31st. His term will start Friday, December 1st at noon.
 - Loss Control/Policies & Procedures – Some policies will need to be created on competitive bidding, uninsured work on our grounds and a policy on harassment training requirements.
 - Water/Sewer Updates – Once the joint CEQA document is completed for both projects next year, we can start the process with LAFCo.
8. FIRE CHIEF’S REPORT - REVIEWED
9. FIRE PROTECTION COMMITTEE REPORT/EMS COMMITTEE REPORT- REVIEWED
 - a. Impact of Valley Events – **Scaramella** will attend the next FPC meeting with a draft proposal regarding valley events. **Avila** did look into other Fire Districts’ protocol. This will all be discussed further in the next few months.
 - b. Establish EMS Reserve Accounts – *Motion by McKenna to create EMS Reserve Accounts for Communications, Apparatus, Unemployment and Unfunded Contingency. 2nd by Wilder. All ayes, no nays. Scaramella* suggested to the Board members that they keep a close eye on the EMS financials in the Budget Committee meeting packets. There is a significant lag time between incident response, billing and payment. Discussions with the ambulance service about additional funding to cover this lag time may occur in the future. **Avila** believes the numbers will turn around in the springtime. **McKenna** reminded the Board that there is \$67,000 as a startup fund for the EMS budget to see it through. There is also \$38,000 in membership fees which is above last year’s average. It was agreed that it is a difficult budget to follow.
10. BUDGET COMMITTEE REPORT- REVIEWED-
 - a. Budget Chairperson Report & Recommendations:
 - (1) Review and Recommend New Grant Opportunities: None
11. AIRPORT COMMITTEE REPORT- No Meeting.

Wilder shared that the Cal Trans inspection was done and that the trees on Bradford’s hill have been cut down which complies with FAA requirements. The Fed Grant is being worked on. There is a need for a new airport layout plan. Wadell and Associates are working on that. There was discussion about who will be the Airport Liaison now that **Wilder** has stepped down. We will miss him very much.
12. RECREATION COMMITTEE REPORT- REVIEWED – copy attached

McKenna shared that the Teen Center had their first meeting of the new school year. Folz is still involved. They are planning a trip to Ashland and perhaps to Klamath Falls. There is a clean-up day this weekend at the Teen Center.
13. PERSONNEL COMMITTEE REPORT –

Hanelt said that they reviewed the Policies & Procedures items regarding job class and wage limit proposals and are in favor of the P&P recommendations.

14. LOSS CONTROL COMMITTEE REPORT – copy attached. Reviewed.
 15. POLICIES & PROCEDURES COMMITTEE REPORT – copy attached.
 - a. Job Class & Wage Limits Proposal -**McKenna** explained the Job Class and Wage Limits policy. ***Motion by McKenna to accept these changes to Policies and Procedures regarding merit raises and job classification table. 2nd by Soderman. All ayes, no nays. Scaramella*** said it should remain flexible and doesn't think it is necessary. **Avila** wondered since this is just a guideline, can't it be modified if circumstances change. **Andrews** suggested a 5% maximum increase.
 - b. EMS Hardship Form & Payment Plan Minimum of \$50. **McKenna** explained that there was a section needed in P&P to show that we have a third-party billing service and that we have a procedure if a patient is deemed un-collectable. ***Motion by McKenna to approve this section of the P&P payment plan minimum and EMS hardship payment plan. 2nd by Wilder. All ayes, no nays.***
 16. OLD BUSINESS
 - a. Water Project Update – **Hanelt** informed the Board that they are half way through the planning period for both grants. The Notice of Preparation comment period for the sewer project closed on October 23. They are now working on preparing the Draft EIR (Environmental Impact Report) for Sewer. Justin Witt with Brelje and Race is working on preparing the CEQA (California Environmental Quality Act) document and will be combining both Sewer and Drinking Water projects into one document. They are hoping the Drinking Water Project will have the well locations identified shortly so we can reissue the NOP (Notice of Preparation) for the CEQA and Brelje and Race can get sub-consultants out to review biological, cultural, geotechnical, etc. issues.
 - b. MCAFD Update – **McKenna** – did not meet.
 16. ANY SPECIAL ITEM NOT ON THE AGENDA BUT APPROVED UNANIMOUSLY BY THE BOARD OR LEGALLY REQUIRED OR AUTHORIZED FOR IMMEDIATE ACTION- None
 17. CONCERNS OF DIRECTORS- **Hanelt** said that Dan Hamburg was not running for BOS and she feels it is a good opportunity to get an Anderson Valley person in there. **Wilder** said he was late for drinks. We all toasted him a fond farewell with much gratitude for a job well done.
 18. ADJOURNMENT- 7:16pm
- Liddy**- Secretary –